

## **December 2021 – IEFA Public Relations Sub Committee Report**

Kelley A. 909-213-0755 PR Chair

Email: [IEFANAKA@gmail.com](mailto:IEFANAKA@gmail.com)

### **Commitments**

Chair – Kelley A.

Vice Chair- William V.

Community Relations Coordinator- Kimbeer S.

School Presentation Leaders- Dennise K., & Paul F.

Secretary- OPEN

Requirements:

- One year continuous clean time
- Record minutes for PR committee meetings
- Types and distributes minutes to committee members
- Contacts PR members and confirms place and time of meetings

PACT- OPEN

Requirements:

- Two years continuous clean time
- Give report (written and oral) at PR meetings
- Make sure booth positions are filled
- Maintains open communication with parole and probation officers involved in PACT program
- Can contact Mike M. for more details at 909-435-5342

Phone Line Coordinator- OPEN

Requirements:

- Two years continuous clean time
- Has a computer and willingness to learn freedomvoice.com program
- Assures phone lines are being answered by maintaining schedule and making sure that time slots are covered when volunteers are unavailable
- Keep and communicate passwords and emails associated with phone system with chair and vice-chair of PR
- Establish and trains phone line volunteers
- Has quarterly meeting with phone line volunteers
- Deals with chair of PR to resolve all and any phone line issues

### **Budget**

\$ 376.62 Starting every August

\$ -8.45 Freedom Voice December 2021

\$ - Copies of flyer and report for December 2021

\$ Total Budget going into January 2022

## **Phone Lines**

There was a Regional Meeting for phone lines on December 4, 2021 at 2:00P.M. We were present and discussed topic for Service going on in January 8, 2022. The next Regional Phone line meeting is on February 5, 2022 at 2:00P.M.

Calls received: 31

Calls missed: 4

We need volunteers to put on phone list to take calls. We need a phone lines coordinator!!! We are looking to do a zoom training in February on Zoom so GSR please announce at meeting we need volunteers and put flyer out on literature table for people to sign up and return them to us at January Area meeting. Also please turn in the volunteer list from last month to William V. If you forgot list please email to Kelley A. at [iefanaka@gmail.com](mailto:iefanaka@gmail.com). Requirements for a phone line volunteer is 6 Months clean attend training on zoom and be able to direct people to meeting.

Monthly fee is \$ 8.45

## **Community Relations**

There was a Regional Meeting for Public Relations this month on December 4, 2021 at 12:00P.M. We were present and discussed service works and the Bus Bench Project. The next Regional PR Meeting is on February 5, 2021 at 12:00P.M.

## **PACT**

There was a PACT meeting this month on December 10, 2021. We were present. Next PACT meeting is January 21, 2022.

## **Area Public Relations Meeting**

Was held on December 13, 2021 in person at are normal location. We had 6 in attendance. All present filled service positions gave reports. Ms. Kimbeer S. and Kelley A. will be distributing NA literature this month to various places. Also discussed was the need for a new venue for our monthly meeting. Anyone interested to do Public Relations presentations please contact Kelley A. at 909-213-0755.

Next meeting is on January 10, 2022 at 7:00P.M. To be held at 13340 California Street Suite , Yucaipa, CA, 92399. Please make flyer available to all members along with sign up sheets for phone lines and PR volunteers.

We appreciate everyone that has been attending and helping out you all are awesome. *Thank you for letting me be of service, and have a Happiest New Year and blessed month.*